RESTRICTED
Security Information

FILED: Forms
RETURN TO
24 June 1953
RECORDS MANAGEMENT
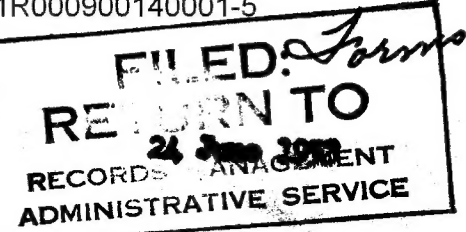ADMINISTRATIVE SERVICE

PERSONNEL DIRECTOR MEMORANDUM NO.47 -53

SUBJECT: Personnel Office Forms Management Program

RESCISSION: PDM 7-52, Requests for Reproduction or Approval of Forms,
21 January 1952

1. This memorandum is a re-statement of the Personnel Office policies
and procedures concerning the reproduction and management of personnel
forms and form letters.

2. The Research and Planning Staff has established a master forms
control file which contains a folder for each active personnel form used in
or by the Agency. This file reflects information relating to the use, design,
approval, and reproduction of personnel forms. In addition, the master forms
control file contains data concerning proposed improvements in personnel
forms and form letters.

3. Offices initiating requests for approval and/or reproduction of
personnel forms and form letters will forward all Reproduction Requisitions
(Form 36-2) and Requests for Approval of Forms (Form 30-11) to the Research
and Planning Staff for coordination and approval. Before approving a form
or form letter for reproduction, the Research and Planning Staff is responsible
for assuring that the format meets established standards of form and form
letter design and that the form or form letter is based on sound administrative
procedures. The Staff is also responsible for submitting such material to the
Printing and Reproduction Division and for maintaining Personnel Office liaison
with the latter in connection with such matters.

4. To insure that Personnel Office forms and form letters are revised
as necessary to meet current requirements, the Research and Planning Staff
will maintain a continuing review over such material. To achieve this end,
requests for review of forms and form letters sent to Divisions and Staffs
by the Research and Planning Staff will be given full and prompt consideration.

25X1

GEORGE F. MELOON
Personnel Director

RESTRICTED
Security Information

Information Copy

MORI/CDF